

**DRAFT**

## **DESOTO COUNTY BOARD OF SUPERVISORS**

### **BOARD MEETING MINUTES**

**JOHN M. M. CALDWELL, PRESIDENT, PRESIDING**

**July 28, 1997**

#### **A. CALL TO ORDER**

The July 28, 1997, meeting of the DeSoto County Board of Supervisors was called to order by John M. M. Caldwell, Sr., Board President.

Phil Cottam, the DeSoto County Sheriff was present and did open the DeSoto County Board of Supervisors meeting in a regular session to hear any and all business to come before the Board. The following were present:

Jessie Medlin-----District 1  
Eugene C. Thach-----District 2  
James D. Pearson-----District 3  
John Caldwell-----District 4  
Tommy Lewis-----District 5  
W. E. "Sluggo" Davis-----Chancery Clerk  
Phil Cottam-----Assistant Chief  
Clovis Reed-----County Administrator  
William H. Austin, Jr.-----Board Attorney

#### **B. INVOCATION**

The invocation was presented by Supervisor John Caldwell.

#### **C. ADMINISTRATION BUILDING REPORT**

Harvey Ferguson of the Administrative Building Committee, Demery Grubbs of Holly Grubbs, Mitcham, and Phillips, Financial Consultants/Advisors for the Administrative Building project, and David Nicholson of Allen and Hoshall, Architects/Engineers for the Administrative Building project appeared before the Board of Supervisors to present an update on the Administrative Building Committee met to see the presentation made by Allen and Hoshall on

the preliminary design of the building. At the meeting, Phillip Lachaussee made the motion and Ed Gale seconded the motion to recommend to the Board of Supervisors that Allen and Hoshall go ahead with the building plans. Mr. Ferguson reported that one other major concern of the committee is the parking and they recommend the Board of Supervisors consider looking for an area that could provide future parking. Right now there will be enough parking area, but in the future parking problems will increase due to growth.

David Nicholson of Allen and Hoshall said they began the process of working on the Administration Building two years ago. Mr. Nicholson said that many changes have taken place since the project was started. Mr. Nicholson presented a summary of the preliminary design on the project. Mr. Nicholson said that in the last 60 days they got a number of estimates of how many people they will need to accommodate in the new building for the next 15 years. Estimates are to go from 70+ employees to 90+ employees. They have looked at space for people as well as space for records. 28,025 square feet are needed without allowing for hallways and restroom type areas bringing the total square feet to 40,900 square feet at the present time. In order to allow for estimated growth over the next 15 years, there is about 15% of unprogrammed space being planned, therefore allowing for growth bringing the total square feet recommended for the building to 47,700.

Mr. Nicholson presented an explanation of the site plans for the building. The new plans included moving the building back 25' to develop an entrance way. Mr. Nicholson said the plans were developed to maximize parking space. The plans include a full three story building rather than 2 1/2 stories and they have changed the outside of the building to better fit in with the surrounding architecture. They have the Tax Assessor, Tax Collector, central mail, receiving storage, plus various other areas will be located on the first floor along with some of the unprogrammed space. Exterior corridors will be available. Offices and cubicles are planned without excessive space in any office. The second floor will house the Planning Commission, GIS and mapping, County Engineer, etc. The third floor will house Data Processing, the County Administrator, the Board of Supervisors, the Board Attorney, and a large conference room. Smaller conference rooms will be used on the other floors.

Elevation diagrams were shown. Mr. Nicholson said the cost estimate for the building with 47,700 square feet is \$6,345,000.00, which is the same or less than projected two years ago. Mr. Nicholson said that if we start today, it will be August of 1999, before the building is available. The plan would be to build the building and move the appropriate offices to the new building and then begin to work on the offices in the court house.

Further, Mr. Nicholson explained that Allen and Hoshall recommends planning for 15% growth. There could be savings of \$150,000.00 to \$200,000.00 associated with not finishing the unprogrammed area until the area is needed for use. Another option would be to build a 40,000 square foot building with no area for growth. You would save money by building a smaller building, but expansion would be much more costly later.

Supervisor Eugene Thach said he did not realize it would be that much extra space needed to increase to 90+ employees. David Nicholson explained how they arrived at that figure and explained that the area of square feet per person compares closely to the average space per

person in most businesses. Supervisor Thach said he feels we should be conservative in planning the building and had thought some of the offices located in the Board of Education building would decrease the size of the building. Supervisor James Pearson said 12 years ago we thought the court house expansion would be adequate, but we have now more than outgrown the space and the county is renting space throughout DeSoto County. Supervisor Thach said there is a push for less government, but these plans call for more area for more government. Supervisor Tommy Lewis said he feels the Board of Education property will be of more value for sale later on, when that corridor becomes like Goodman Road.

Supervisor Jessie Medlin asked what the square footage for the mail room. David Nicholson said 500 to 700 square feet. County Administrator Clovis Reed said Allen and Hoshall was charged with looking at county needs for the next 20 years. Supervisor James Pearson said Justice Court growth has come from a two office area to the building and now a new building in the last 12 years.

Supervisor Eugene Thach said there should be one conference room on each floor and that is it. The Tax Assessor and Tax Collector have one room each on the plans and everyone else will go to the end of the hall. Perhaps the square footage of each area could be cut in this area.

Supervisor John Caldwell said there is a lot of unprogramed space in the building. Supervisor Caldwell said he was leaning on leaving off the one of the floors. Mr. Nicholson said the estimates were based on the number of employees given to them by the various offices.

Supervisor Eugene Thach said they are doing a good job on the design. David Nicholson asked if they want to go on with the court house plans. The Board of Supervisors agreed that project is too far off to really plan for at this point. Supervisor John Caldwell asked if the Committee had heard the Courthouse presentation. Mr. Ferguson said they recommend to go on with that project also. David Nicholson said estimates of the renovation is within the same range discussed.

Supervisor Tommy Lewis made the motion and Supervisor James Pearson seconded the motion to proceed with the plans to remodel the courthouse. The **motion passed** by a unanimous vote.

Supervisor Eugene Thach asked about parking. Harvey Ferguson said the committee sees that as the biggest problem from the court house area. David Nichols recommends not doing a study now to allow Allen and Hoshall to see how much area they will have with the building. Supervisor Eugene Thach thinks the city should look into the parking situation. Clovis Reed says he thinks that is their intent.

Supervisor Tommy Lewis made the motion to proceed with Allen and Hoshall to do the final plans on the building taking into consideration the comments heard here. Supervisor James Pearson seconded the motion. The **motion passed** by a unanimous vote.

Supervisor John Caldwell said on behalf of the Board of Supervisors they appreciate the work of the committee.

**D. THOMPSON COVE - LARRY & JOAN HARRISON**

Larry Harrison said they came before the Board of Supervisors on September 16 about the problems at Thompson Cove. The order of the Board on that date has still not been carried out. Everytime they cut Mrs. Thompson's grass, they have to call a deputy to keep Mr. Archer from tearing up the lawn mower. Joan Harrison asked why the Board of Supervisors write letters to the Archer's if they have no intention of carrying out the orders.

Supervisor John Caldwell